



CITY OF GLENWOOD SPRINGS

LANDFILL CREW LEADER

JOB CODE: 3702
GRADE: 50

LANDFILL
REVISED: 10/14/2020

POSITION SUMMARY:

Directs and works with a small crew in all jobs related to the daily operation of the landfill. May represent the Landfill Manager when needed.

POSITION REPORTS TO: Landfill Superintendent

DIRECT REPORTS ASSIGNED: 5-8

JOB LOCATION: South Canyon Landfill, 1205 County Rd 134, Glenwood Springs, CO

FLSA STATUS: Non-Exempt

CATEGORY: Fulltime

HOURS: 40 hours; May be required to respond to emergency calls during off-hours if contacted.

ESSENTIAL FUNCTIONS:

1. Responsible for directing crews to ensure daily work is being performed and completed as assigned by the Landfill Superintendent. Sees that all jobs are properly completed with safety precautions.
2. Provides coaching, mentoring and leadership to all landfill personnel to provide effective career building skill sets for all team members.
3. Understands and provides leadership to achieve and communicate all policies, goals, objectives, and procedures.
4. Instructs and trains equipment operators in proper use of all equipment, methods and procedures as set forth by Landfill Superintendent.
5. Ensures workers maintain a safe work area, performs duties in a safe manner and maintains awareness of others in work area.
6. Works with Landfill Superintendent in planning and organizing employees for efficient and compliant landfill operations.
7. Ensures that all crew members are following all rules as set forth in the personnel manual.
8. May be responsible for dealing with public relations pertaining to the landfill or recycle center operations.
9. Responsible for informing the Landfill Superintendent of any problems that may come about with employees or any of the job assignments.
10. Resolves all service requests involving the operational side of the landfill equipment with timely and accurate communication.
11. Responsible for ensuring that landfill cell sequencing plans are adhered to and the landfill is operated in a manner consistent with the Engineering Design, Operations and Closure Plan (EDOP).
12. Conducts screening and assists with sampling, randomly or as scheduled, of septage, grease, compost and methane.
13. Conducts equipment inspections and maintenance, completes paperwork associated with equipment repairs or maintenance. Schedules daily, weekly and monthly maintenance required to ensure performance of equipment.
14. Operates heavy equipment for facility while managing waste at the working face including pushing, separating, spreading, compacting and covering trash, haul road maintenance, leachate management, septage, grease management, compost management, and snow removal.

15. May be required to work closely with equipment leasing representatives, equipment service personnel, and contractors performing contractual maintenance.
16. Performs manual duties as required e.g., directs random waste screening, monitor and records fuel system records, monitors and records compost temperatures, installs and maintain signage, maintains all stormwater BMP's. Performs manual work associated with equipment maintenance operations.
17. Fills in at scale, weighing loads, calculate volumes of containers, collects fees, and completes daily receipt reports.

OTHER DUTIES: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

CORE COMPETENCIES:

- Knowledge of terminology associated with municipal solid waste management.
- Knowledge of Federal, State, and local regulations associated with a subtitle D Landfill.
- Knowledge of City personnel manual.
- Ability to follow oral and written instructions.
- Basic computer skills.
- Ability to deal effectively with other City employees, landfill customers, and contractors.
- Ability to work in all weather conditions with exposure to noise, dust and hazardous conditions.

EDUCATION, TRAINING & CERTIFICATIONS

Necessary:

- High school diploma or equivalent.
- Three – five years' experience in landfill operations or any equivalent combination of training and experience.
- Five years' experience in heavy equipment maintenance and operations or equivalent combination of training and experience and personnel management.
- Class R Colorado Driver's license, satisfactory motor vehicle record.
- Participate in Solid Waste Association of North America (SWANA) "Waste Screening at MSW Facilities" training within first 6 months of employment.
- Participate in "Stormwater Management and Erosion Control" training within 1 year of employment.
- Have or ability to obtain within first 2 years of employment SWANA "MOLO" certification, Technical Associate status.

Desired:

- Possess or be able to obtain a valid Colorado CDL B license.

EQUIPMENT USED:

Bulldozer, Trash Compactor, Front End Loader, Track and Rubber Tired Excavator, Forklift, Tandem Dump Truck, 20-Ton Haul Truck, Pickup Truck with Equipment Trailer, 4x4 Utility Vehicle, Trailer Mounted Pressure Washer, Water Truck, Refuse Grinder and Screening Plant, Hand level and Rod. Desk top Computer.

NECESSARY PHYSICAL REQUIREMENTS

Lifting:	50 Pounds Frequently	100 Pounds Frequently
Carry:	50 Pounds Frequently	100 Pounds Occasionally
Push/Pull:	50 Pounds Frequently	100 Pounds Occasionally
Drive:		Frequently
Balance:		Frequently
Bend/Stoop:		Frequently
Twist:		Occasionally
Squat/Crouch:		Occasionally

Kneel:	Occasionally
Crawl:	Occasionally
Climb Stairs:	Frequently
Climb Ladders:	Occasionally
Reach at Shoulder Level:	Frequently
Reach Below Shoulder Level:	Frequently
Reach Above Shoulder Level:	Frequently
Standing/Walking:	Frequently

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE POSITION:

Signature

Printed Name

Date